(02-05)

### DEPARTMENT OF AGRICULTURE

Servicing Official:  Type of visit: Annual   , Triennial   , Other   - describe  Project Name:  Project Number:  Management Agent Name:  Project Type:  Borrower Name:  No. of Apt. Units:  Borrower ID:  Any subject area with a finding or violation must be documented as to how it failed to meet a standard contained on the worksheets for MFH exterior or interior standards.  EXTERIOR MAINTENANCE  INTERIOR MAINTENANCE  INTERIOR MAINTENANCE    Any subject area with a finding or violation must be documented as to how it failed to meet a standard contained on the worksheets for MFH exterior or interior standards.    Any subject area with a finding or violation must be documented as to how it failed to meet a standard contained on the worksheets for MFH exterior or interior standards.    Any subject area with a finding or violation must be documented as to how it failed to meet a standard contained on the worksheets for MFH exterior or interior standards.    Any subject area with a finding or violation must be documented as to how it failed to meet a standard contained on the worksheets for MFH exterior or interior standards.    Any subject area with a finding or violation must be documented as to how it failed to meet a standard contained on the worksheets for MFH exterior or interior standards.    Any subject area with a finding or violation must be documented as to how it failed to meet a standard contained on the worksheets for MFH exterior or interior standards.    Any subject area with a finding or violation must be documented as to how it failed to meet a standard contained on the worksheets for MFH exterior or interior standards.    Any subject area with a finding or violation must be documented as to how it failed to meet a standard contained on the worksheets for MFH exterior or interior standards.    Any subject area with a finding or violation must be documented as to how it failed to meet a standard contained on the worksheets for MFH exterior or interior standards.    Any subject area with a finding or vio	Multi-Family Housing Physical Inspection Report												
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1         Utilities         □	Record the results of the physical inspection. When needed, use the worksheet for standards to organize and record your findings.				to how it failed to meet a standard contained on the worksheets for MFH exterior or interior standards.								
2         Drainage and erosion control         □         □         2         Walls, floors, and ceilings         □         □           3         Landscaping and grounds         □         □         3         Doors and windows         □         □         □           4         Drives, parking surfaces and walks         □         □         4         Electrical, AC and heating         □         □         □           5         Exterior signage         □         □         □         5         Water heaters         □         □         □           6         Fences and retaining walls         □         □         □         6         Smoke alarms         □         □         □           7         Debris and graffiti         □         □         0         0         □         □           8         Lighting         □         □         0         8         Insect/vermin infestation         □         □         □           9         Foundation         □         □         □         0         0         □         □           10         Exterior walls and siding         □         □         0         0         0         □         □         □			Acceptable	Findings	Violation				Acceptable	Findings	Violation		
3   Landscaping and grounds	1				_	-	1						
4 Drives, parking surfaces and walks						_	2	Walls, floors, and ceilings					
5         Exterior signage													
6         Fences and retaining walls         □         □         6         Smoke alarms         □         □         □           7         Debris and graffiti         □         □         7         Emergency call system         □         □         □           8         Lighting         □         □         □         8         Insect/vermin infestation         □         □         □           9         Foundation         □         □         □         □         □         □         □           10         Exterior walls and siding         □<						_		<u> </u>		J			
7         Debris and graffiti         □         □         T         Emergency call system         □					-								
8         Lighting         □         □         □         8         Insect/vermin infestation         □         □         □           9         Foundation         □         □         □         9         Range and hood         □         □         □         □           10         Exterior walls and siding         □         □         □         10         Refrigerator         □				•	.l					1			
9         Foundation         □         □         □         9         Range and hood         □         □         □           10         Exterior walls and siding         □ <td< td=""><td></td><td></td><td></td><td></td><td>. —</td><td></td><td></td><td></td><td></td><td></td><td></td></td<>					. —								
10         Exterior walls and siding         □         □         □         10         Refrigerator         □         □         □           11         Roofs, flashing and gutters         □													
11 Roofs, flashing and gutters				. J									
Ti Room, naming and gutters					.I					<u> </u>			
						-							
	12	Window, doors and exterior structures		. ä		-	12	Cabinets					
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$						-				I			
14 Common area signage	14	Common area signage			L <u>L</u>	-				J			

#### COMMENTS:

## Department of Agriculture Worksheet for MFH Exterior Physical Standards

Pro	ject Name:	Servicing Official:					
DIII Use duri In t che fail The	RECTIONS:  this worksheet to document findings and violations determined ing exterior physical inspections.  the first column,  ck to indicate either the failure frequency or the severity of the ure to meet the standard. Leave blank if okay.  frequency is either     isolated (i),     a pattern (p), or     widespread (w).  severity is either     low (l),     medium (m), or     high (h).  mber longer comments on an attachment for notes.  ach pictures for additional evidence of problems.	To help determine the urgency of corrections, subject areas are coded;  ** Serious health and safety problem,  * Major repair, (no star is minor repair).  The subject area coding is also used to assist in classifying the failure to meet the standard as either a finding or violation.  In the second column,  check to indicate if you consider the failure to meet the specified standard to be a finding (F) or violation (V).  A finding is a failure to meet a standard that should be corrected through routine procedures.  A violation is a finding that is a serious failure to meet a standard that must be corrected using the three servicing letters process.  In the third column,  check to indicate if the entire subject area is to be considered a finding (F) or violation (V).					
	Site Inspection		frequency /				
1	UTILITIES (from evidence or documentation received by the	he reviewer)	severity	F/V	F 🗌 V 🗌		
**	The project has an adequate and safe water supply		no 🗆				
**	The project has functional and safe waste water disposal		no 🗆				
**	Project site is free of hazardous waste material		no 🗆				
2	DRAINAGE AND EROSION CONTROL				F 🗌 V 🗌		
*	Units, basement or crawl space are free of evidence that water has en	ntered	no 🗆				
*	Site drainage is safe and effectively protects the project from water of	lamage	no 🗆				
	Site is free of standing water for long periods of time		i □ p □ w □		_		
	Site is free from erosion evidence by deep ruts or removal of top soil	1	i□ p□ w□				
3	LANDSCAPING AND GROUNDS				F 🗌 V 🗌		
	Lawns are periodically mowed		l□ m□ h□				
	Plants and shrubs are maintained and allow air to windows, vents an	d sills	l□ m□ h□				
	Recreation areas are maintained and safe		l□ m□ h□		_		
	Trash collection areas are adequately sized, screened and maintained	1					
4	DRIVES, PARKING SURFACES AND WALKS				F 🗌 V 🗌		
	Provide safe access and surfaces are free of holes and deterioration		l □ m □ h □				
	Holes or deteriorated areas are no larger than approximately 1 sq. ft.	for every 10 sq. ft. of					
	area		l				
Walks are free of changes in height (½ inch or greater) and deterioration   1 □ m □ h □ □ □							
5_							
	All signs including project, building, parking, unit number and infor	mational are visible	İ				
	and well kept		i□ p□ w□				
	Project sign includes the name of the project	no 🗆					
	Project sign contains rental contact information (phone number at a		no 🗆				
	Project sign has equal housing opportunity logotype (house symbol a or statement	and slogan) or slogan,	, no [				
_		no 🗆					
6_	FENCES AND RETAINING WALLS	1:	T — —	F 🗌 V 🗌			
	Fence lines are free of trash, weeds, vines and other vegetation		i		-		
	Fence is free of holes, and damaged or loose sections		i				
	The bases of all retaining walls are free of erosion		i				
	Walls are promptly repaired to prevent additional damage	11	no 🗆		-		
_	Weep holes are cleaned out to prevent excessive pressure behind wall				v -		
	DEBRIS AND GRAFFITI Project site is kept free of trash, litter and debris		1  m	ПП	F V U		
	LIVICEL SILE IS NEDLITEE ULUANII. HUEL AHU UEDIIS		: 1   111   1   11   1	: 1 1 1 1			

l □ m □ h □

l □ m □ h □

Common areas are kept free of litter, trash and debris

Public walkways, walls of buildings, common areas are free of graffiti

		frequency /		
8	LIGHTING	severity	F/V	F 🗌 V 🗌
	Exterior lighting is functional	no 🗆		
	Common areas lighting is functional	no 🗆		
	Lighting permits safe access and security	1□ m□ h□		
	D 11 P 1 P 2			
	Building Inspection			
		frequency /		
9	FOUNDATION should be free of evidence of structural failure such as:	severity	F/V	F 🗌 V 🗌
	Free of uneven settlement, evidenced by continuous horizontal cracks along the entire wall	no 🗆		
	Free of severe bowing of the foundation wall	no 🗆		
	Free of unstable soils which could undermine foundations or parking areas	no □		
	Free of structural members showing excessive rot	i □ p □ w □		
	Free of insect or rodent infestation	i□ p□ w□		
10	EXTERIOR WALLS AND SIDING			$F  \square  V  \square$
*	Walls free from deterioration which allows elements to infiltrate the structure	i □ p □ w □		
	Eves, gables and window trim are free of deterioration	i		
*	Exterior wall coverings are intact, securely attached and in good condition	i		
*	Brick veneers are free of missing mortar or bricks	i □ p □ w □		
11	ROOFS, FLASHING AND GUTTERS	. – . – –	. – –	$F  \square  V  \square$
	Gutters and downspouts securely attached, clean and finished (painted) properly	1 □ m □ h □		· <u> </u>
	Splash blocks or extenders are used to direct flow away from building	i 🗆 p 🗆 w 🗆		
**	Roof is free of leaks or defective covering which allows elements to enter			
*	The roof structure is free of sagging or buckling	1  m  n  h  n		
	Fascia and soffits are intact	i□ p□ w□		
,	Roof is free of curled or missing shingles	i □ p □ w □		
40				
12	WINDOWS, DOORS, AND EXTERIOR STRUCTURES	r:= = =	T	F V
,	Screens are free of tears, breaks and rips	i□ p□ w□		
,	Windows are unbroken	i□ p□ w□		
,	Window thermopane seals are unbroken	i□ p□ w□		
*	Caulking on the exterior of the windows and doors is continuous and free of cracks	i□ p□ w□		
*	Doors provide security and have functional locks	i□ p□ w□		
	Doors are weather tight and free of holes	i		
	Porches, balconies and exterior stairs are free of broken, missing or rotting components	l□ m□ h□		
	Common Areas			
	Common Areas	£ /		
12	COMMON AREA ACCESSIBILITY	frequency / severity	F/V	F□V□
	Accessible, designated handicapped parking space(s) provided	No 🗆		<u> </u>
,	Handicapped parking space properly identified	No 🗆		
,	Common areas (mailboxes, office, community room, trash area, playground and laundry	110 🗀		
	room) are accessible through walks, ramps, landings, door lever handles, thresholds and			
	widths	No □		
	Accessible appliances in laundry	No □		
,	Mailboxes for accessible units at accessible heights	No □		
,	Elevators or mechanical lifts are functional and kept in good repair (if installed)	No □		
,	Common area switches, outlets, thermostats and controls at accessible heights	No □		
	Public restrooms have maneuvering room at sinks and toilets, grab bars and lever faucets,	110 🗀		
	insulated pipes, and mirrors at accessible height	No □		
11	COMMON AREA SIGNAGE			F□V□
14	"Justice for all" poster properly displayed	No □		· V
	Equal housing opportunity poster properly displayed	No □		
	Current affirmative fair housing marketing plan posted	No □		
	Tenant grievance and appeal procedure posted	No □		
	Project occupancy rules posted	No □		
	Office hours posted	No □		
	Emergency hours posted	No □		
	Emergency nours posted	110 🔲		

COMMENTS:

# Department of Agriculture Worksheet for MFH Interior Physical Standards

Projec	et Name:	Servicing Official:			
DIRI	ECTIONS:				
Use the during In the check failur. The first The so	nis worksheet to document findings and violations determined g interior physical inspections.  First column,  To indicate either the failure frequency or the severity of the reto meet the standard. Leave blank if okay.  Trequency is either isolated (i),  a pattern (p), or widespread (w).  Everity is either low (l),  medium (m), or  high (h).  The retorder of problems and violations determined general for notes.  The property of the severity o		and safety problem to star is minor reparting is also used to draw as either a finding follumn, you consider the fading (F) or violation re to meet a standar cedures. ding that is a serious ted using the three standard the entire subject as the entire subject as the safety problem.	air).  assist in clas  g or violation  allure to meet  on (V).  rd that should  as failure to m  servicing lette	sifying the failure.  the specified be corrected neet a standard ers process.
	Apartment Units – General				
			frequency /		
1	FLOORING		severity	F/V	_ F _ V _
	Carpet is clean and without excessive wear		i		
	Carpet seams secure and stretched properly  Resilient flooring is clean and unstained		i □ p □ w □		
	Resilient flooring is free of tears and breaks, and seams are secur	'Δ	i □ p □ w □ i □ p □ w □		
•	-	C			' v
	WALLS, FLOORS, AND CEILINGS		r		_ F
	Walls and ceilings are free of holes		i□ p□ w□		
	Wallboard joints are secure and free of cracks		i□ p□ w□		
	Walls and ceilings are free of evidence of current water leaks		i□ p□ w□		
	Walls and ceilings are free of material that appears in danger of f	alling	i□ p□ w□		
3	DOORS AND WINDOWS			·····	F □ V □
	All doors are free of holes and metal doors are free of rust		i□ p□ w□		
	Door hardware is secure, unbroken, and easily operable		i□ p□ w□		
	Dead bolts are in place and secure		i□ p□ w□		
	Windows can be easily opened and closed		i□ p□ w□		
	Window interiors are free of evidence of moisture damage		i□ p□ w□		
	Windows are free of bent blinds or torn curtains		i □ p □ w □		
4	ELECTRICAL, AIR CONDITIONING AND HEATING				F 🗌 V 🗌
	Units are free of bare wires, uncovered outlets or other evident sa	afety hazards	i 🗆 p 🗆 w 🗆		
	Switches working properly without evidence of arcing		i □ p □ w □		
	Light fixtures are unbroken and operable		i□ p□ w□		
	Heating and cooling modes function properly, including thermos	tats	i		
5	WATER HEATERS				F 🗌 V 🗌
	Water heaters operate properly, do not leak and supply adequate	hot water	i□ p□ w□		
	Water heaters are supplied with temperature/pressure relief valve	es	i □ p □ w □		
6	SMOKE ALARMS				F 🗆 V 🗀
	Properly located according to local code		i□ p□ w□		
	Operating properly		i 🗆 p 🗆 w 🗆		
7	EMERGENCY CALL SYSTEM (IF INSTALLED)		. – . – –	. – –	<sup>'</sup> F□ V□
	Operating properly		no 🗆		
	Switches located in bathroom and bedroom		no 🗌		
	Switches furnished with pull cord and the down position is "ON"	,	no 🗌		
0	INSECT/VERMIN INFESTATION			: L L	F □ V □
8_	Units free of visible signs of insects or rodents		I:	T = = =	F L V L
	Units free of visible signs of insects or rodents  Units free of signs of insect or rodent damage		i		-
	omis nee of signs of insect of fodelit damage				

#### Apartment Units - Kitchen

		frequency /		
9	RANGE AND RANGE HOOD	severity	F/V	F 🗌 V 🗌
	Housing is sound and finish is free of chips, damage or signs of rust	i □ p □ w □		
	Electrical connections secure and insulated	i □ p □ w □		
	All range elements operable	i □ p □ w □		
	Doors and drawers secure	i □ p □ w □		1
	Control knobs and handles in place and secure	i		
	Range hood fan and light are operable	i		-
40	REFRIGERATOR	PO		v -
10		T:		F 🗌 V 🗌
	Housing is sound and finish is free of chips, damage or signs of rust	i		
	Cooler and freezer operating satisfactorily	i		
	Shelves and door container secure and free of rust	i □ p □ w □		_
	Door gaskets in good condition and functioning properly	i □ p □ w □		
	Appeters of the Co. 12' taken and Dathers on			
	Apartment Units - Kitchen and Bathroom			
		frequency /		
11	SINKS	severity	F/V	F 🗌 V 🗌
	Finish is free of chips, damage or signs of rust	i □ p □ w □		
	Sink is free of cracks, breaks and leaks	i □ p □ w □		
	Strainer in good condition and in place	i □ p □ w □		
	Fittings working properly and free of leaks	i □ p □ w □		Ì
	Plumbing connections under cabinet are free of leaks	i □ p □ w □		
	Sink secured to wall, counter or vanity top	i		-
12	CABINETS	F		F □ V □
14	Cabinets and vanities are secure to walls and floor			<u> </u>
		i		-
	Cabinet faces, doors and drawer fronts in good condition, and free of breaks and peeling	i p w m		
	All drawers and doors are in place and working properly	i		-
	Counter tops secure and free of burn marks or chips	i □ p □ w □		-
	Shelves in place, fastened securely and free of warps	i □ p □ w □		
	Bottoms under sink are free of evidence of warping, breaks or being water soaked	i □ p □ w □		_
	Kitchen counter and vanity top and back splash are properly caulked	i □ p □ w □		
	Anautmont Unita Dathroom			
	Apartment Units – Bathroom			
		frequency /		
13	WATER CLOSET	severity	F/V	F V U
	Stool is free of cracks, breaks and is securely fastened to the floor	i □ p □ w □		
	Seat is secure and in good condition	i □ p □ w □		
	Tank is free of cracks or leaks and the lid fits and is in good condition	i □ p □ w □		
	Flushing mechanism is in good condition and operates properly	i □ p □ w □		
	Water closet base at floor is properly caulked	i □ p □ w □		
14	BATHTUB AND SHOWER STALL			$F \squareV \square$
	Finish is free of chips, damage or signs of rust	i □ p □ w □		
	Tub and shower stall are free of cracks, breaks and leaks	i		İ
	Strainer in good condition and in place	i		
	Walls and floors of bathtub are properly caulked	i		_
	Top and sides of shower stall are properly caulked	i		
	10p and sides of shower staff are properly cautical			1
	Fully Accessible Units			
	Tully Accessible Offics			
		frequency /		
15	FULLY ACCESSIBLE UNITS	severity	F/V	F 🗌 V 🗌
	Unit is accessible through walks, ramps, landings, floor coverings, door lever handles,			
	thresholds and door widths	No □		
	Kitchens have lever faucets, maneuvering room at sinks and counters, accessible counter			
	heights, controls and insulated pipes	No □		
	Bathrooms have maneuvering room at sinks, toilets and showers or tubs, grab bars and			
	lever faucets, insulated pipes, and mirrors at accessible height	No □		
	Switches, outlets, thermostats and controls at accessible heights	No □		
	Functional emergency call system in bedroom and bathroom (if provided)	No П	ППП	